

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
 ☎ (632) 831-2201 to 09 ext. 218 📠 (632) 831-1368, 832-3965
 📧 info@citem.com.ph 🌐 www.citem.com.ph



JO Number:
2024-0516

JO Date
10/31/2024

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2024-0516

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10/16/2024

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CONTRACTOR/SUPPLIER **BEIJING CHINESE-FOREIGN**
 TRANSLATION & INFORMATION SERVICE CO., LTD.
 ADDRESS **Beijing, China**
 MODE OF PROCUREMENT **Overseas Procurement**

DELIVERY TERM _____
 PAYMENT TERM **30 days**
 PLACE OF DELIVERY _____
 DATE OF DELIVERY _____

Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
HIRING OF ONSITE INTERPRETERS / STAND ASSISTANTS FOR CIIE 2024 (China International Import Expo 2024) Date: 05-10 November 2024 Venue: Shanghai, China SCOPE OF WORK: 1. Learn and review in advance the information of companies and their products before the period of engagement. 2. Must be able to physically report at the NECC in Shanghai, China from 05-10 November 2024 at 8am - 6pm. 3. Must wear smart casual to business attire during the period of engagement. 4. Must ensure flawless interpretation service during the period of engagement. 5. List down the names, contact details, products of interests of the buyers, buyer's comments on pricing, packaging and quality of products, if any, and if applicable, estimated valuation of the booked or negotiated sales of the exhibitor/s assisted based on the format to be provided by CITEM.			PHP221,400.00

TOTAL AMOUNT IN WORDS:

Php

This order is placed subject to the following terms and conditions:

The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn and/or replaced immediately. Delay in the delivery is subject to the **PENALTY** of 1/10 of 1% of the **TOTAL VALUE** of this ORDER for **EACH DAY OF DELAY**. In case the contractor/supplier does not deliver within the due date, s/he shall be considered in default and will be liable to pay **LIQUIDATED DAMAGES** in the amount of _____ of the **TOTAL AMOUNT** unless the contractor/supplier requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the amount of undelivered portion and to deduct the penalty and liquidated damages from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invoice or Official Receipt with the Purchase Order upon delivery.

Very truly yours,

ATTY. MARY JANE DIAGRO-GERONIMO
 Procurement, Unit Head

BUR No. CIIE-24111311

DATE November 6, 2024

AMOUNT PHP 221,400

Recommended by:

ROWENA G. MENDOZA
 Department Manager III, CBD

CONFORME:

[Signature]
 Name & Signature of Contractor/Supplier

Funds Available:

MALERNA C. BUYAO

Chief Controllership

Approved by:

LEAH PULIDO CAMPO
 Executive Director

Date

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CONTRACTOR/SUPPLIER BEIJING CHINESE FOREIGN ADDRESS TRANSLATION & INFORMATION SERVICE CO., LTD. Beijing, China MODE OF PROCUREMENT Overseas Procurement	DELIVERY TERM _____ PAYMENT TERM 30 days PLACE OF DELIVERY _____ DATE OF DELIVERY _____
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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
6. Make a summary report on all buyers and exhibitors assisted at the end of each day. 7. Must be able to secure own stickers/entry passes to enter the CIIE event on 05 November / Day 1. QUALIFICATIONS: The firm or company: 1. Must be based in China and has experience in working with other international/foreign companies and/or governments. 2. Has a pool of onsite interpreters/stand assistants to be deployed who are: a. Fluent in both Mandarin and English b. At least college graduates and with experience in simultaneous interpretation preferably for business or negotiations. c. Has the capacity to replace assigned interpreters who cannot report for work at any given time during the period of engagement. d. The company must submit their company profile and/or portfolio. The amount awarded for this requirement is PHP 4,100.00 per pax per day or a total of PHP221,400.00 inclusive of all applicable taxes and fees, remuneration, professional fee, and incidental expenses.			

TOTAL AMOUNT IN WORDS: TWO HUNDRED TWENTY ONE THOUSAND FOUR HUNDRED PESOS Php221,400.00

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Very truly yours,

ATTY. MARY JANE DIAGRO-GERONIMO
Procurement, Unit Head

CONFORME:

Name & Signature of Contractor/Supplier

Date

BUR No. CIE-24111311

DATE November 6, 2024

AMOUNT PHP 221,400

Funds Available:
Malerna C. Buyao
Chief Controllership

Recommended by:

ROWENA G. MENDOZA
Department Manager III, CBD

Approved by:

LEAH PULIDO OCAMPO
Executive Director